

EPA Official Record

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From: Aoyama, Joyce

To: Sturman, Mary

Delivered Date: 04/16/2014 12:58 PM EDT

Subject: RE: File transfer

Attachments: SF135 412-2014-MW1003b WU Grants 4-16-14.docx [23 KB]; VERSATILE BOXES for Retiring to the FRC with Adding Files to Boxes 05-23-13 .docx [711 KB]

Hi Mary,

I would be happy to help you. Send me an invitation for a time that works for you. (My schedule this week is not very certain - I'm here today for now). Your desk will probably work better, I'm going to be moving soon and in the process of shrinking my linear footage. Here is a template for the SF135 that you can use. If you remember how to create a box in Versatile, go ahead and do that and put the information in. There have been some changes (like the new records schedules). I can also send the Versatile instructions for you to review. Please let me know if you have questions.

Thank you,

Joyce Aoyama
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From: Sturman, Mary
Sent: Wednesday, April 16, 2014 9:18 AM
To: Aoyama, Joyce
Subject: File transfer

Joyce –

If you have the time today or tomorrow, could you walk me through the file closing & transfer process again – I've got one box that needs to go, all files are barcoded (I really tried hard to forget all that I knew about records!)?

I can bring the box down to your cubicle & I'll bring/borrow the portable scanner from Gail.

Since part of my SEE funds come from the Watershed Unit Sect. 319 (0.25), Jayne Carlin is having me help reduce the backlog of records that need to be transferred to FRC.

Mary Sturman

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